

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 July 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 3 - 9 July 1956

1. Numbers in Clerical Induction Training. During the week of 3 July there were 114 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 14 people for the week of 2 July.

3. Clerical Refresher #61 Begins. Clerical Refresher #61 began on Monday, 9 July with 29 students enrolled from the following Agency components: DDP, 12; DDS, 12; DDI, 5.

4. Official Agency Testing Administered by Clerical Induction Training. On 26 June 1956, Clerical Induction Training began administering the official Agency tests for typing and shorthand to Entrance-on-Duty employees. These tests will be given three times a week. The results of the tests for the week 25 June 1956 are:

	Tested	Qualified
Shorthand	34	9
Typing	72	33

The results for the week of 2 July 1956 are:

	Tested	Qualified
Shorthand	40	16
Typing	79	25

5. Official Agency Testing Administered by Clerical Refresher Training. On 2 July 1956, Clerical Refresher Training began to administer the official Agency typewriting and shorthand tests to employees who are already on Agency assignments. For the week of 2 July 1956 the results are as follows:

	Tested	Qualified
Shorthand	4	0
Typing	5	1

25 YEAR RE-REVIEW

25X1

OTR/CT:MAH:jdm (9 July 1956)